

Notice No.: 98-007
Date: August 31, 1998
Applies to: All TRS Employers
Subject: Members' Annual Statements and Sequencing Information

Members' annual statements coming in November

In early November, the Department of Retirement Systems (DRS) will provide employers with annual statements for TRS members who were active at the end of the 1997–98 school year. As in previous year, DRS appreciates your help in distributing them to your employees.

The annual statements incorporate the members' individual account information with details about the system and plan, and how a benefit is calculated at retirement.

The following account information appears on the annual statement:

- Service credit information for the 1997–98 school year and the members' total service credit.
- The TRS Plan 1 and TRS Plan 2 members' retirement contributions posted by DRS from July 1, 1997, through June 30, 1998. This generally corresponds to contributions for the transmittal reporting periods from June 1997 through May 1998.
- The total accumulated contributions and interest in the TRS Plan 1 and TRS Plan 2 members' accounts as of June 30, 1998.
- TRS Plan 3 members will receive service credit information only. The TRS Plan 3 members' retirement contribution information is reported to them quarterly by ICMA Retirement Corporation (RC).

How to determine sequencing

Sequencing is determined by the sequence control number. DRS will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

If you furnished DRS with your sequencing control number last year, the same number will be used again this year.

To add or update the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the new multiple record automated reporting layout, you may enter your sequencing information under the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to *Technical Requirements for TRS Plan 3 Reporting* on the DRS Web site, <http://www.wa.gov/DRS/employer/erpubs/0995teca.htm>, for instructions on reporting using the multiple record layout. All updates of sequencing information processed by **October 23, 1998** will be used.
- **Diskette:** Please prepare a 3½" diskette according to the attached specifications.
- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the attached specifications.

If you use a diskette or tape, please forward the attached specifications and request form to your information services staff or service bureau to assist them in creating the diskette or tape. For examples of how you might sequence your statements, see the attached specifications. The request form and the magnetic tape or diskette must be returned to DRS by **September 28, 1998**.

Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services (ESS) at (360) 753-8696 or call our toll free line, 1-800-547-6657. If you have not received the statements by November 30, 1998, you should also contact ESS. A member who has not received a statement should contact DRS Retirement Services Division at (360) 709-4700 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at <http://www.wa.gov/DRS/employer>.

John Charles
Director

1998 DRS Notices

For a copy of a Notice, call (360) 586-0052 or 1-800-547-6657.

Notice No.	Applies to/ Subject Matter
98-001	All Employers Changes to Excess Compensation Definition
98-002	All Employers Toll Free Telephone Service Implemented
98-003	Office of the Administrator for the Courts New Judges <i>Pro Tempore</i>
98-004	All Employers Year 2000 Information and Employer Reporting Requirements
98-005	Political Subdivision Employers Deferred Compensation Program Assets to be Held in Trust
98-006	All Employers Summary of 1998 Legislation
98-007	All TRS Employers Members' Annual Statements and Sequencing Information

SPECIFICATIONS FOR MEMBERS' ANNUAL STATEMENTS EMPLOYEE CONTROL NUMBER SEQUENCE

When you provide the Department of Retirement Systems (DRS) with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the following pages.

If you choose to use magnetic tape, the tape must meet the following specifications:

1. Tape must be IBM 360/370 compatible.
2. Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ "Member Annual Statements Information"
 - ~ Whether or not the tape contains machine-readable labels
4. If the tape has machine-readable labels, they must be followed by a tape mark.
 5. Logical record length: 80 characters
 6. Blocking factor: Five records per block
 7. Physical block length: 400 characters
8. Record positions;

01 — 06	Employer reporting group number (department number)
07 — 15	Member's Social Security number
16 — 21	Employer's special control number
22 — 27	Organization information — optional (for display only)
28 — 80	Blank

If you choose to use diskette, the diskette must meet the following specifications:

1. 3½" diskette
2. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ "Member Annual Statements Information"
 - ~ File name
3. File name format: DN999999 (DN and your employer reporting group number)

NOTE: Please be sure the file name is included. Diskettes with incorrect file names will be returned for correction.

4. Record length: 80 characters
5. IBM compatible text file (ASCII TEXT)
6. Record positions;

01 — 06	Employer reporting group number (department number)
07 — 15	Member's Social Security number
16 — 21	Employer's special control number
22 — 27	Organization information — optional (for display only)
28 — 80	Blank

The following examples illustrate how you might configure your magnetic tape or diskette, and explain what the resulting sequence of your statements will be.

Example 1: In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional, display-only organization code will appear at the bottom of the member's statements. DRS simply prints the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
901052	569629454	000001	02
901052	519702386	000002	02
901052	450821086	000003	02
901052	282266466	000004	02
901052	519702386	000005	03
901052	569629454	000006	03
901052	364452186	000007	04
901052	153629454	000008	04
901052	733502386	000009	04

Example 2: The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

Reporting Grp. #	SSN	Control #	Org. Code
710545	553746363	1A	none specified
710545	274409430	1A	
710545	534621021	1A	
710545	533680578	1A	
710545	423620575	2	
710545	537669562	2	
710545	534444502	2	

Example 3: The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will simply print the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
506250	569620167	000001	none specified
506250	519700294	000002	
506250	482940311	000003	
506250	429160486	000004	
506250	398370514	000005	
506250	370461001	000006	
506250	915721047	000007	
506250	644522188	000008	

NOTE: If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of "000000." Those statements will be at the top of the stack of statements in alphabetic sequence by last name.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII TEXT), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS which may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.

Correctly Formatted

Example 1:

```
90105256962945400000102
90105251970238600000202
90105245082108600000302
90105228226646600000402
90105251970238600000503
90105256962945400000603
90105236445218600000704
90105215362945400000804
90105273350238600000904
```

Example 2:

```
7105455537463631A
7105452744094301A
7105455346210211A
7105455336805781A
7105454236205752
7105455376695622
7105455344445022
```

Example 3:

```
506250569620167000001
506250519700294000002
506250482940311000003
506250429160486000004
506250398370514000005
506250370461001000006
506250915721047000007
506250644522188000008
```

Incorrectly Formatted

```
90105256962945400000102          90105251970238600000202
90105245082108600000302
90105228226646600000402          90105251970238600000503
90105256962945400000603
90105236445218600000704          90105215362945400000804
90105273350238600000904
```

Example 1:

```
90105256962945400000102  90105251970238600000202  90105245082108600000302
90105228226646600000402  90105251970238600000503  90105256962945400000603
90105236445218600000704  90105215362945400000804  90105273350238600000904
```

Example 2:

**REQUEST TO HAVE MEMBERS' ANNUAL STATEMENTS
RUN IN EMPLOYEE CONTROL NUMBER SEQUENCE**

You must provide all the information requested before DRS can process your request.

Employer Reporting Group Number (Department No.): _____

Employer Name: _____

Telephone No.: _____

Contact Name: _____

To run member statements in employee control number sequence, the tape or diskette must meet the specifications described on the attached specification sheet and must reach DRS by **October 10, 1998**.

☐ Tape information:

Tape ID Number _____

_____ 1600 BPI or _____ 6250 BPI

_____ Labeled or _____ Non-labeled

☐ Diskette

Mail this form and the tape or diskette by **October 10, 1998**, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380

August 31, 1998